

PERSONNEL AND TRAINING BUREAU
TRAINING DIVISION

TRAINING NOTICE
12.1.1

August 14, 2013

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Training Division

SUBJECT: 45TH ANNUAL CALIFORNIA HOMICIDE INVESTIGATORS
ASSOCIATION CONFERENCE - MARCH 4 THROUGH MARCH 7, 2014

The California Homicide Investigators Association (CHIA) Conference will be held at the Palms Casino Resort, Las Vegas, Nevada from March 4 through March 7, 2014. The Detective Training Unit (DTU), Training Division (TD), will coordinate and submit the Travel Authority Request. Each attendee must bear all of the expenses, including registration fees and per diem costs. The Department will not absorb any of the expenses associated with the program other than allowing selected personnel to attend on-duty. Each attendee must submit the registration forms and fees directly to CHIA (see attachment).

Nominations shall be submitted on an Intradepartmental Correspondence, Form 15.2, to the Officer in Charge, DTU, TD, by mail (Stop 412) or fax to (213) 223-6993. The Form 15.2 shall include the first and last names, rank/paygrade and serial number of each attendee and be approved by the concerned commanding officer. The Form 15.2 must be received by the DTU **no later than December 13, 2013**. A subsequent Travel Authority Request will be published indicating Department personnel selected to attend on-duty. For further information, please contact Police Officer II Susan Hsu, DTU, TD, at (323) 223-6959.

APPROVED:


MICHELLE VEENSTRA, Captain
Commanding Officer
Training Division


WILLIAM A. MURPHY, Commander
Acting Commanding Officer
Personnel and Training Bureau

Attachment



California Homicide Investigators Association

Presents

The 45th Annual Conference

Exhibitors Prospectus

DATE: Tuesday, 3/04/14 – Friday, 3/07/14

LOCATION: Palms Casino Resort, Las Vegas

Please visit us at www.chia187.com for more information

(Please note the change in website address)



California Homicide Investigators Association

2014 CHIA Conference

DATE: Tuesday, 3/04/14 – Friday, 3/07/14
LOCATION: Palms Casino Resort, Las Vegas

EXHIBITORS PROSPECTUS

HOTEL RESERVATIONS

If sponsors/vendors need to make hotel reservations for the upcoming 2014 CHIA Conference, please contact the following:

The Palms Casino Resort
4321 West Flamingo Rd.
Las Vegas, NV 89103
(702) 942-7777
www.palms.com/

Special CHIA Code: AC0301I

EXHIBITOR SPACE SPECIFICATIONS

The vendor table top displays include (1) six foot skirted table, (2) chairs and (1) 5-amp electrical outlet. Table assignments are by company name and will be posted in the assigned area upon your arrival. The CHIA exhibitors' area is strategically located in the Addison room, directly across the casino floor from the Pearl Theater, and is a great place to display and showcase your products and/or services. CHIA members will be drawn to this area with conference registration, morning breakfast services, raffle prize and other announcements throughout the conference.



ELECTRICAL, A/V & INTERNET SERVICES

Sponsors/Vendors must indicate that they require an electrical outlet on the Sponsorship form so we can coordinate with the hotel to provide that service for you. Each sponsor/vendor is afforded (1) electrical outlet as part of the exhibitors package. If additional electrical outlets are needed, an additional charge will apply. If sponsors/vendors need audio/visual or internet services for their displays, please contact CHIA President Bob McCloskey (email shown below) to request that service. While CHIA does not handle the internet or wireless options for the hotel, we can facilitate getting you the proper hotel forms and/or contact person to assist you with your needs.

WIRELESS INTERNET: CHIA does not provide wireless internet services inside the exhibitors' area. Companies should plan accordingly if internet access is needed for their displays.

SHIPPING ITEMS DIRECTLY TO HOTEL

Sponsors/Vendors that need to ship items/products directly to the hotel can do so by shipping them to the following address:

The Palms Casino Resort
Attn: CHIA Conference
C/O: Jocelyn Lewis
4321 West Flamingo Rd.
Las Vegas, NV 89103

If companies would like to try & avoid charges by The Palms Business Center, CHIA staff will have the Addison Room open on March 4th, starting at 8:00 a.m. for deliveries to be made directly to the exhibitor's area via the rear doors.

INSTALLATION/DISMANTLING EXHIBITS

Sponsors/Vendors can start setting up their exhibits on:

Tuesday, March 4, 2014, from 8:00 a.m. to 12:00 p.m.
Conference registration is from 12:00 noon to 5:00 p.m. that same day.

Dismantling of exhibits may begin on:

Thursday afternoon, March 7th 2014

All exhibits/materials must be removed from the Addison room no later than 6:00 p.m. on Thursday, March 7th.

EXHIBITOR DISPLAY HOURS

Sponsors/Vendors can display their exhibits during the following dates/times:

Tuesday, March 4, 2014 – 12:00 p.m. to 5:00 p.m.

Tuesday Evening, Exhibitor's Welcome Reception

* 5:00 p.m. to 7:00 p.m. inside the Addison Room
Companies who did not include the reception fee with their registration payment will not be allowed to participate. Those company's exhibitor booths will be closed at 5:00 p.m.

Wednesday, March 5, 2014 – 8:00 a.m. to 5:00 p.m.

Thursday, March 6, 2014 – 8:00 a.m. to 5:00 p.m.

Morning breaks will be at 10:30 a.m.; and afternoon breaks will be at 2:30 p.m. (Wednesday & Thursday only). Break times are approximate and are based on the length of the speaker presentations.

EXHIBITORS PROSPECTUS CONTINUED

EXHIBITOR NAMES BADGES

In order to have your name badge(s) ready upon your arrival, please email the name(s) in your party to Sgt Bob McCloskey (email shown below). This email must be received no later than Friday, February 14, 2014. Each exhibitor can have up to (2) badges (this does not apply to sponsors). The exhibitor badge entitles the wearer access to the exhibitor floor as well as the evening receptions. The name of the exhibiting company, as it is listed on the Sponsorship form, will appear on each badge. Badges will be available for pick-up on site at the Addison room beginning Tuesday, March 4, 2014.

COMPANY INFORMATION FOR PROGRAM

All advertising materials and company listing information must be submitted by Friday, January 10, 2014 for inclusion in the 2014 CHIA Conference Program. There is no guarantee the exhibiting company information will be included in the program if the information is not received by this date. All electronic images should be a JPEG or TIFF file for best quality.

SECURITY

CHIA will not be responsible for 24-hour security services at the hotel for all displays during the conference. While every precaution will be taken by the board, CHIA assumes no liability for lost or stolen items. The ultimate responsibility remains with the individual exhibitors to protect their property and appropriate protection and insurance should be arranged.

EXHIBITOR ACCESS TO PEARL THEATER

Exhibitors are not allowed access to the Pearl room where the case presentations are being held. Due to the sensitive nature of the criminal investigative materials being presented, this area is for CHIA members only.

Opening Ceremonies exception

As an appreciation for the continued support and sponsorship of the California Homicide Investigators Association (CHIA), all sponsors/vendors will be allowed to attend the opening ceremonies in The Pearl theater.

EXHIBITOR'S WELCOME RECEPTION - NEW!

On Tuesday, March 4th, from 5:00 pm – 7:00 pm, there will be a reception in the Exhibitor's Room. This is an opportunity to get our members in front of your exhibitors booth to discuss your products/services. Drinks and snacks will be provided! This event is contingent upon the majority of exhibitors contributing towards this reception as was stated in the **2013 Conference Feedback Survey**. The CHIA Board reserves the right to cancel the event if not enough participation is obtained (*refunds will be provided if needed*).

NEW WEBSITE DESIGN & ADDRESS

The California Homicide Investigators Association (CHIA) has a new website at www.chia187.com. CHIA has taken some time between conferences to redesign our website to give it a new look and feel. We are also interested in discussing the possibility of opening various website opportunities for the CHIA Sponsors and Exhibitors to advertise their products and/or services to our members on a year-round basis. If you believe this opportunity would be beneficial to your company and would like further information, please contact CHIA President Bob McCloskey.

QUESTIONS?

If you have any questions regarding the above information, please contact CHIA President Bob McCloskey at (916) 808-0691 (*Mon-Thurs*); or at the following email: rmccloskey@pd.cityofsacramento.org

We look forward to seeing you at the 45th Annual CHIA Conference!